

Access Office Review

Presented on behalf of the review
panel:

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Background

- Access program ~ $\frac{1}{4}$ of Opticon in FP6
- Funding ~50% of original request
- Access Office at IAC (benefits of previous experience) but with original budget
- Board meeting in Chania (Sept. 03) accepts proposal for the first 18 months, subject to review after that.
- Telescope Director's Forum establishes the review panel in Nov. 04

Working Procedure

- Questionnaire to Telescope Directors
- 18-months Report received from the Access Office at IAC
- Visit to the IAC to discuss with AO staff and clarify many points
- Report conducted with positive spirit: take the opportunity to discuss procedures, streamline the tasks, open way for new, added-value activities.

Results from the questionnaire

- Overall level of satisfaction very high
- Competence of J. Burgos appreciated
- Identifying qualifying proposals, and dealing with observers easy
- Questions about quantity and complexity of reporting
- Desire for simplified interactions
- Use of a central Office preferred (reports)

Analysis of the AO Report (1)

General Assessment

First monthes used for set-up:

- Creation of valuable Web based tools
- Procedures and support for Access users
- Easy tools for statistics (general use)
- Detailed and frequent reports

Globally done with excellent competences and
very professionnaly

Analysis of the AO Report (2)

Assessment of the human effort:

2 FTE for the set-up and initial operation + support from the IAC

In routine operation:

60% of staff effort for direct management: interaction with users and telescope operators (94 grants in 1.5 yr, or 5/month)

20% promotion, 20% reporting

Too heavy compared to other observatories

Analysis of the AO report (3)

Suggestions for improvement:

- Clarify instructions; prepare FAQ page
- Simplify services to users
- Transfer some load to observatories (e.g. travel of users)
- Reports and statistics only twice a year

More generally: better interaction with TDF
would help streamline and prioritise tasks

Analysis of the AO report (4)

Perspectives and future work proposed by the AO:

- Promotion of the Access program
- Review procedures to award time
- Analyse the scientific output
- Inform users (all applicants)
- Improve on management procedures

Conclusions and Recommendations

- Access Program highly appreciated
- High-quality tools provided
- Routine operation with 0.5-1 FTE less
- Savings for either more telescope time, or new added-value tasks (defined by TDF)

Possible suggestions: Common proposal tool; publicity handouts, audiovisual material; evaluation of scientific output;....